



### **Unusual Incidents (B)**

Documentation of an unusual incident must be filed by the Chair of the Governance Committee, and the Audit subcommittee within 24 hours of receiving a report of an Unusual Incident. Investigations must be held and completed within 30 days. Findings must be shared with residents involved, their emergency contacts, and the local authorities within 15 days of completing the investigation. The Chair of the Governance Committee is also the Vice President of the Board of Directors. The VP is responsible for communicating with the Director of the program about the Unusual Incident. An investigation shall then take place by the Audit subcommittee, which shall promptly review and identify the direct and indirect causes of the unusual incident. Implementation of an appropriate plan of correction must be made within 45 days of completing the investigation. Ongoing monitoring of the plan of correction shall be required as well, and shall be reviewed on a monthly basis by the Director of the Program, and the Property Manager. These reviews shall be documented and provided to the Audit Committee for review. The Audit committee then has 30 days to review, and accept or deny the plan of correction. If the plan is accepted, the team must constantly move forward. If it is denied, the Program Director must meet with the Audit Committee to make a new plan within 30 days, at which time, the Program Director will have 30 days to implement the plan, review it, and report back to the Audit Committee. All unusual incidents must be reported to the Pennsylvania Department of Drug and Alcohol Programs in at most three days from the time of the incident.